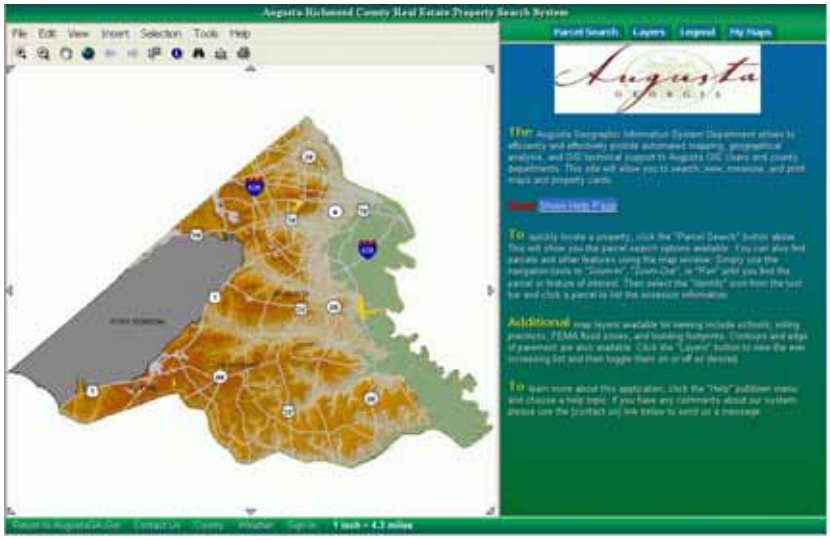
IN-PROCESS DRAFT

Maps Online User's Guide



Provided by

Information Technology
Augusta Georgia

GIS DIVISION

Revision Information	
March 3, 2005	Pages 1- 2 Intro, Page 4 New Tools section, Page 5 Example for Measure Tool, Pages 6-7 printing options, Pages 14-16 examples were added for the tools
Sept 9, 2005	Pages 20 – 22, comparable properties, additional explanations added.

Map's Online User's Guide

Currently, this user's guide is an "in-process draft" meaning updates will continue to be made as new tools are added to the website and as information changes. A PDF version of this guide is also available for download at: http://www.augustaga.gov/departments/gis/home.asp and will be periodically updated.

For the user's convienance a Revision Table has been added to the title page, by printing just the updated pages and inserting them into your existing guide, you will help save County resources and still maintain a current copy of the document.

The Map's Online is an easy to use application and should replace ArcView for many daily functions. Some of the handy features are creating buffers on selected features, printing mailing lables, finding information on parcels, quickly locating addresses and features within the county, measuring distances (Acreage, Square Feet, etc.) and printing maps to a scale on letter or tabloid size paper.

This website will continue to evolve and we ask for your help in improving this great application, please notify the Help Desk (extension 2524) should you encounter any problems, we want this to be a tool you wil enjoy using to complete daily tasks and would like to know if you experience a problem. We have implemented many suggestions from users since the maps went live in January 2005, including property address field, plat and book information, data layer color changes, new data layers (example: Zoning which is available only through CityNet for government employees only), and we encourage users to make suggestions. Not all suggestions can be implemented right away; however; it gives the GIS Division of IT an idea of the future needs of it's users.

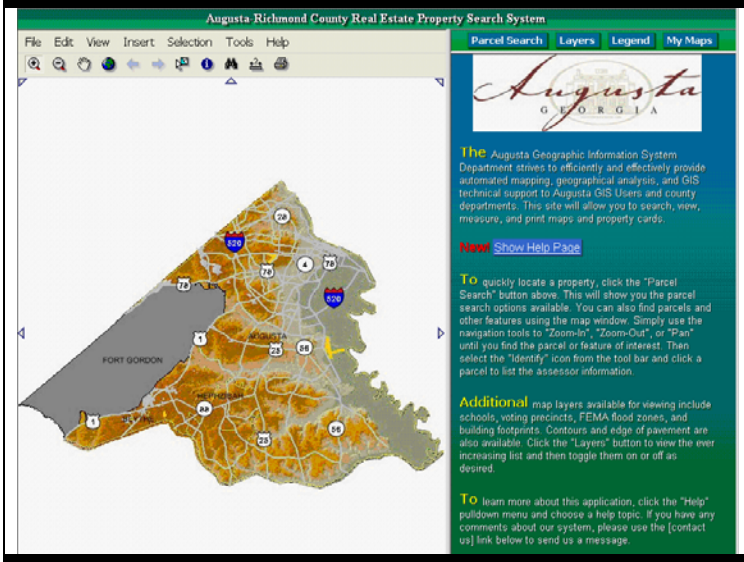
When possible this application should be used instead of ArcView for user's not currently editing data. The main reasons for discontinuing the use of ArcView is the software company, ESRI, will no longer be supporting the application and to reduce budget costs ArcView will be phased out where possible.

NAVIGATING TO MAP'S ONLINE

There are several ways to get to the Maps Online.

Open the web browser and type: http://www.augustaga.gov, then navigate to the **[GIS Maps Online]** link on the left-hand side of the website or click on the GIS Icon at the bottom left-hand side of the website, this opens the GIS Department Website, now click on the mapping application icon.

OR



To go straight to the Maps Online in the web browser type: http://mapweb.augustaga.gov/augusta/

Helpful Hints!!!

You must have Internet Explorer 6 or better for this application to work.

The Property Record Card can be seen by clicking the printer icon and then choosing print preview and checking the Property . Pop-ups must be enabled for the property record card to show.

OR

TIP For CITY NET User's **(Note: some information like Zoning is only available under CityNet)**

1. ***Click*** on the ***Internet Explorer*** icon
   (if the default homepage is set to www.augustaga.gov the website will be the first page available)
2. ***Scroll*** down and ***click*** **[CityNet]** *(located in the left-hand column under* ***Employee Resources****)*
3. ***Scroll*** down to the bottom of the page and ***click*** the ***online-mapping application*** icon in the lower left-hand column.

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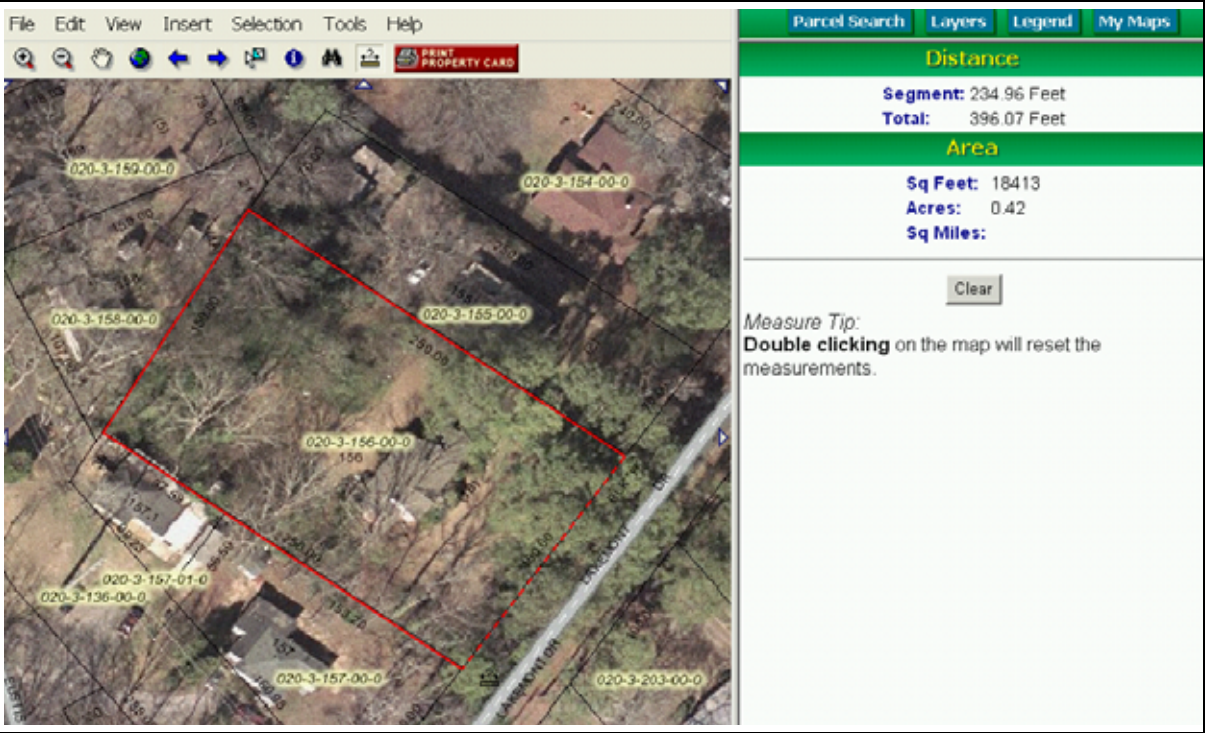
INTRODUCTION TO THE TOOLBARS

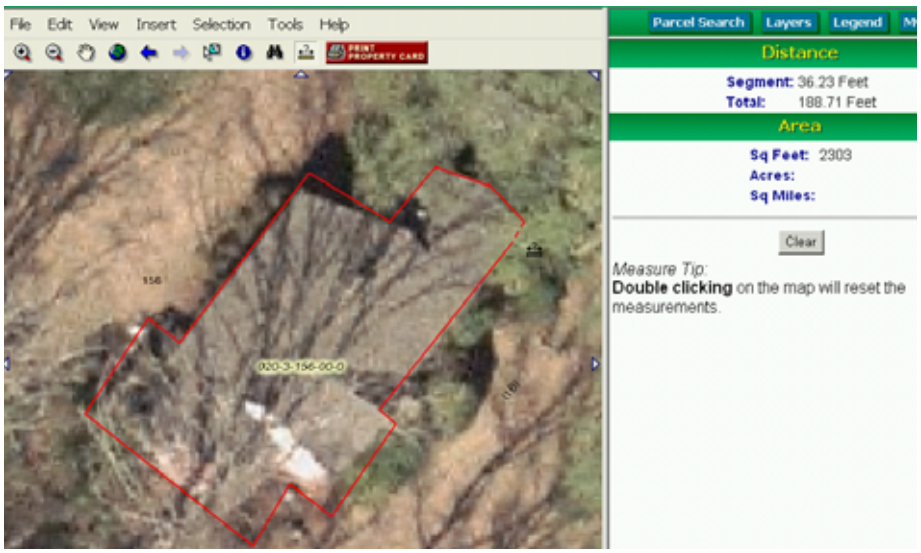
TOP ROW – Drop-down Menus (discussed in detail in later sections of this document)

	Magnifies an area on the map. To magnify an area, select the *zoom-in* icon, move the cursor to a corner of the area you want to magnify. Click and hold down the left mouse button and drag a box around the area to be zoomed to. When you are satisfied with the location of the box, release the left mouse button. You may also use this tool to center and zoom to an area of interest by just single-clicking on the map.
	Displays a larger portion of the map. To zoom-out, select the *zoom-out* icon, move the cursor over the point of interest, and click once with the left mouse button. You may also use this tool to click and drag a box to zoom-out to an area twice the size of your box.
	Moves the map view in any direction. To pan, select the *pan* icon, then single click or click and drag on the map with the left mouse button. Release the mouse button to redraw the map at the new position.
	Zooms-out to the entire viewing area. Select the *Whole View Extent* icon to reset the map viewing area.
	Go back to the previous map view. Select the *Previous Extent* button to go back to the previous map view.
	Go to the next map view. Select the *Next Extent* button to go to the next map view.
	Select Features tool to highlight features on the map
	Gets database information for features on the map. To get feature information, select the *Identify* icon and then click on a map feature.
	Searches for features based on information you provide. For example, you could search for a school by name. The find tool is for non-parcel features. Use the *Parcels Search* button for parcel searches. If you are unsure of the spelling of a street name, use the *Find Addreses* tool under the Edit pull-down menu to locate the street. Select the *Find Features* icon to find features of interest.
	Measures distances and areas on the map. Select the *Measure* icon to measure the length or area of map features.
PRINT PROPERTY CARD	Prints a map with optional legend, location map, or feature database information such as Property Card. Select the *Print* icon and then enter a title, size, and scale for your hardcopy map. (If you are using a pop-up blocker other than the Google pop-up blocker, turn it off. The website has only been tested to work with the Google pop-up blocker). Click on the Print Preview button to print a map with or without property card information and to access the link to Sales Information (at the bottom of the Property Card).

Measure Tool Example

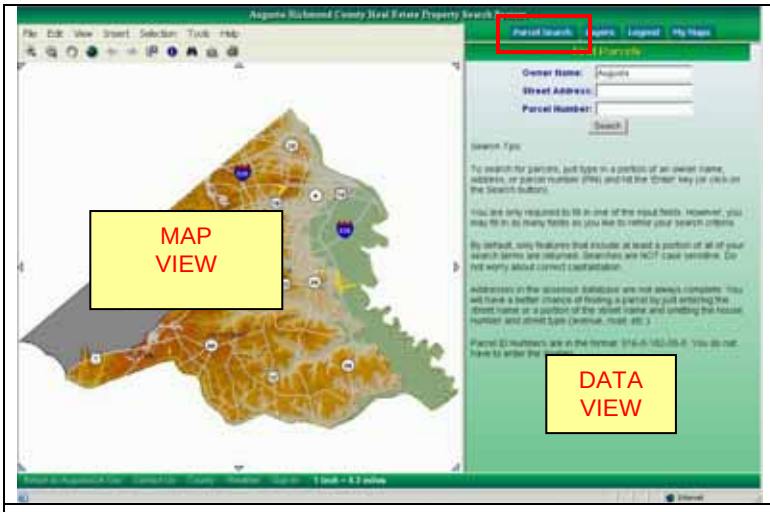


With a parcel selected or zoomed into (see parcel search next section) or use the select features tool to select a parcel. ***Clic***k on the ***Measure Tool*** the Distance and Area features are now available in the Data View. ***Click around the parcel*** to ***calculate the Acres*** and Square Feet of the property, note the numbers continue to calculate during the sketch, ***double-click*** on the map to ***reset*** the measurements. The square footage of a house can be estimated using this tool (see below).



PARCEL SEARCH

One of the most popular tasks, this search will return information on Property located in Richmond County. ***Click*** on the ***Parcel Search*** button in the ***Data View***.



TIP *The Program has two views the Map View displays current map information (default is the entire county) and the Data View displays information and allows the user to perform searches and other tasks.*

Search by one of the following criteria: Owner Name, Street Address, Parcel Number

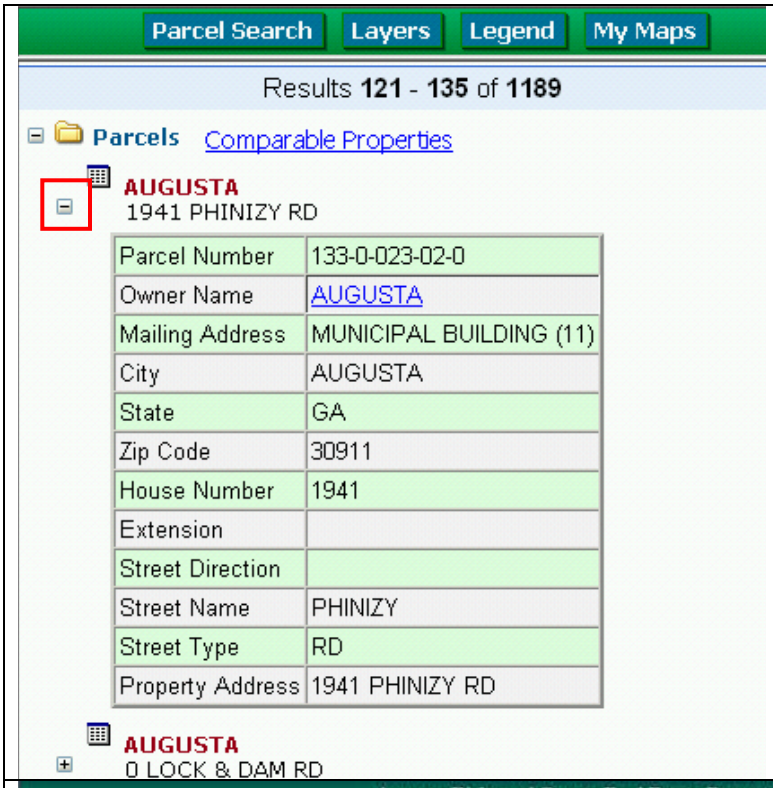
By typing information in <u>either</u> box a search on the parcels data base can be performed, by owner name **or** street address **or** parcel number. (no dashes are required for parcel number).

This example will return all Property owned by Augusta, and present a list of all Property in Richmond County with an Owner Name equal to Augusta.

Examples:

Owner Name: Smith
(this will bring up a list of all the Smith's that own property in ARC)

Street Address: Verdery
(this will bring up a list of all property located on Verdery)

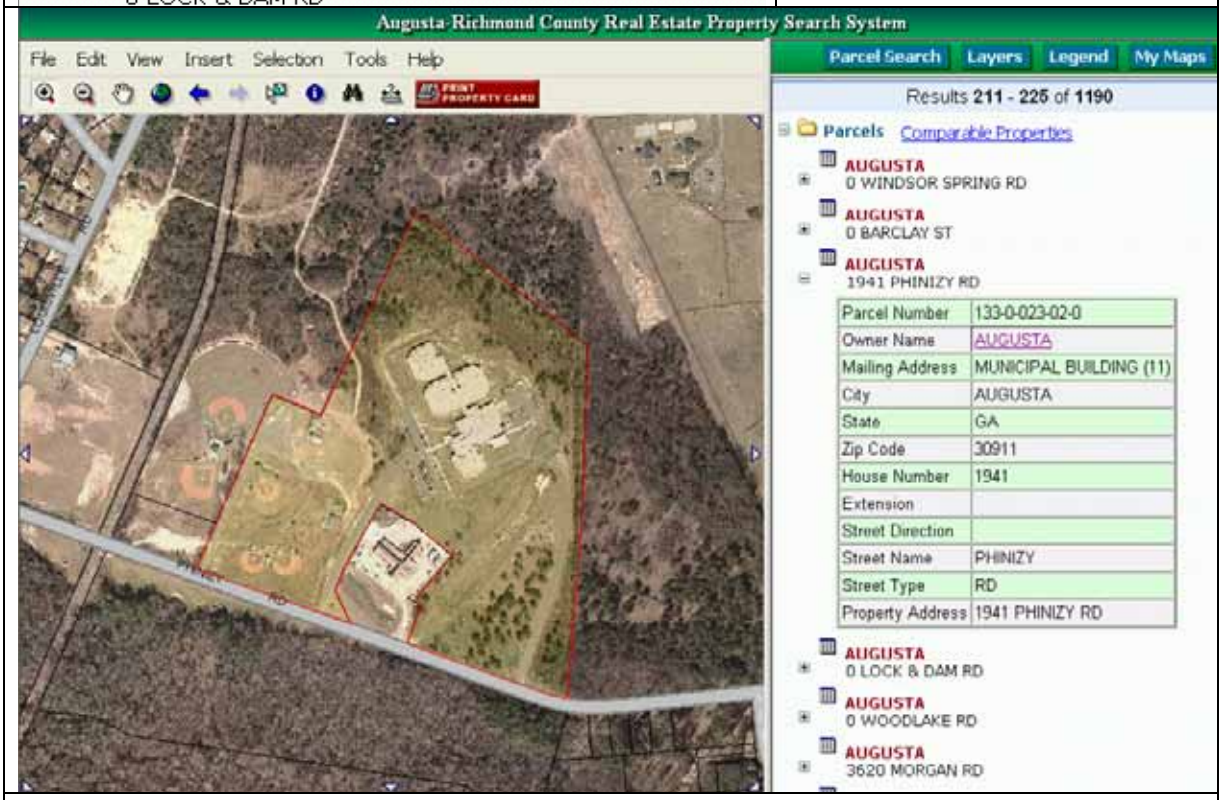


The results are shown at the top of the Data View

Click on the ⊞ ***add symbol*** Next to the property of interest. The symbol will turn to a negative and the attribute table will appear.

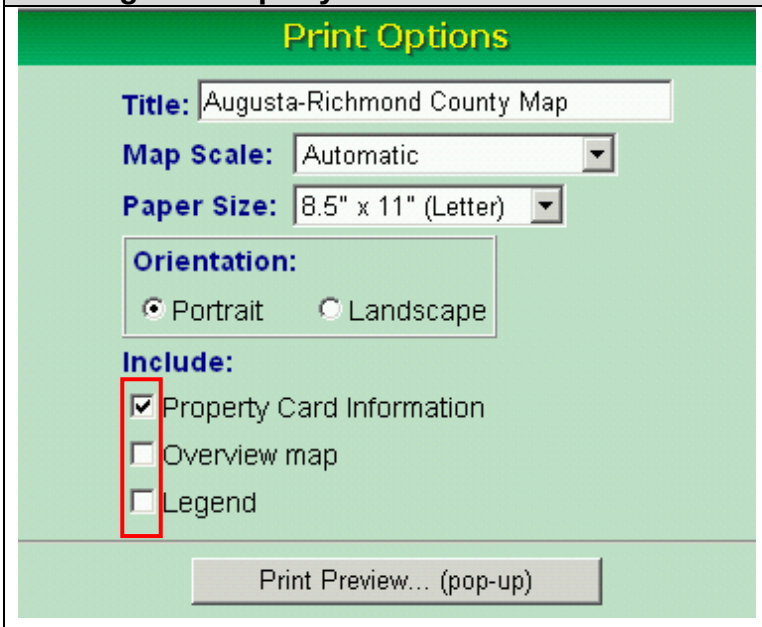
Once the Property information is displayed – ***Click*** on the ***Owner Name*** link highlighted in **Blue**

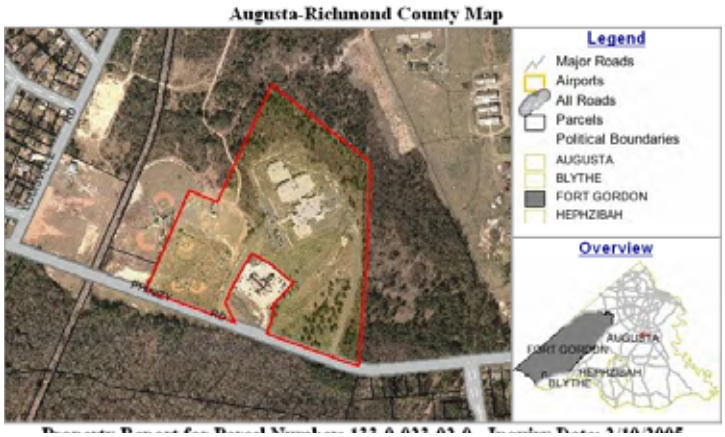
The Map View will now zoom to that property.



The results are shown in the Map View with the parcel highlighted in yellow with a red outline.

Printing the Property Card Information





Example of the Legend and Overview Map on the Property Card.

Click on the ***Print Property Card*** button at the top of the Map View

The window to the left appears in the Data View, now ***click*** the ***check boxes*** next to the options below to have that information appear on the property card

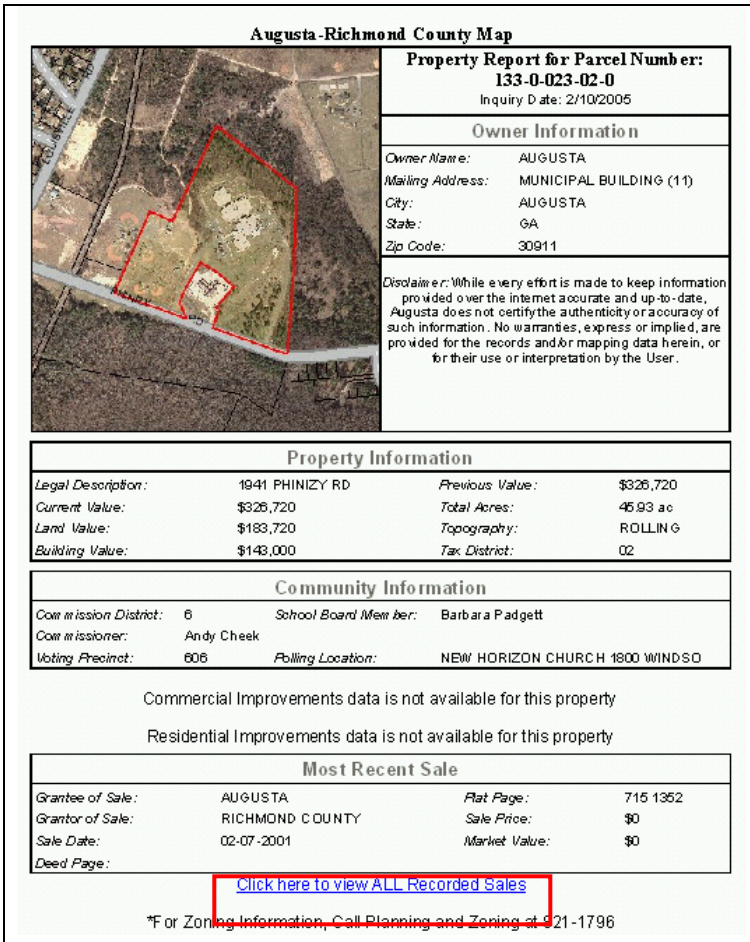
- Property Card Information
- Overview Map
- Legend

Checking the Overview Map box will add a view to the property card showing the property as it is located in Richmond County.

Checking the Legend box will add a legend to the property card printout showing a description of the layers that are turned on during the search.

TIP To ***Print*** just a map with no property card info ***uncheck all boxes*** under ***Include*** under the Print Options window in the Data View.

Click the ***Print Preview*** button and a pop-up with the property information appears.



Augusta-Richmond County Map

Property Report for Parcel Number: 133-0-023-02-0
Inquiry Date: 2/10/2005

Owner Information

Owner Name:	AUGUSTA
Mailing Address:	MUNICIPAL BUILDING (11)
City:	AUGUSTA
State:	GA
Zip Code:	30911

Disclaimer: While every effort is made to keep information provided over the internet accurate and up-to-date, Augusta does not certify the authenticity or accuracy of such information. No warranties, express or implied, are provided for the records and/or mapping data herein, or for their use or interpretation by the User.

Property Information

Legal Description:	1941 PHINIZY RD	Previous Value:	$326,720
Current Value:	$326,720	Total Acres:	45.93 ac
Land Value:	$183,720	Topography:	ROLLING
Building Value:	$143,000	Tax District:	02

Community Information

Commission District:	6	School Board Member:	Barbara Padgett
Commissioner:	Andy Cheek		
Voting Precinct:	606	Polling Location:	NEW HORIZON CHURCH 1800 WINDSO

Commercial Improvements data is not available for this property

Residential Improvements data is not available for this property

Most Recent Sale

Grantee of Sale:	AUGUSTA	Plat Page:	715 1352
Grantor of Sale:	RICHMOND COUNTY	Sale Price:	$0
Sale Date:	02-07-2001	Market Value:	$0
Deed Page:			

Click here to view ALL Recorded Sales

*For Zoning Information, Call Planning and Zoning at 821-1796

The property card displays

- Owner Information
- Property Information
- Community Information
- Most Recent Sale

TIP
For additional sales information click on the link highlighted in blue (at the bottom of the Property Card)

Click here to view ALL Recorded Sales

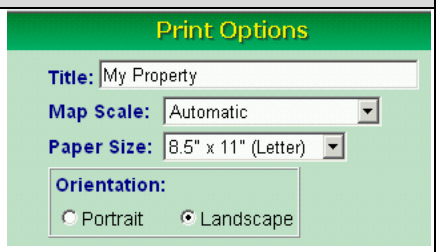
Printing – Other Options

Printing A Map to Scale

Automatic will automatically calculate a scale for the map and label the scale at the bottom.

Printing A Map On A Different Size Paper

Page orientation can be changed by ***clicking*** the ***button*** in front of ***Portrait or Landscape***.



TIP
Click inside the box next to Title

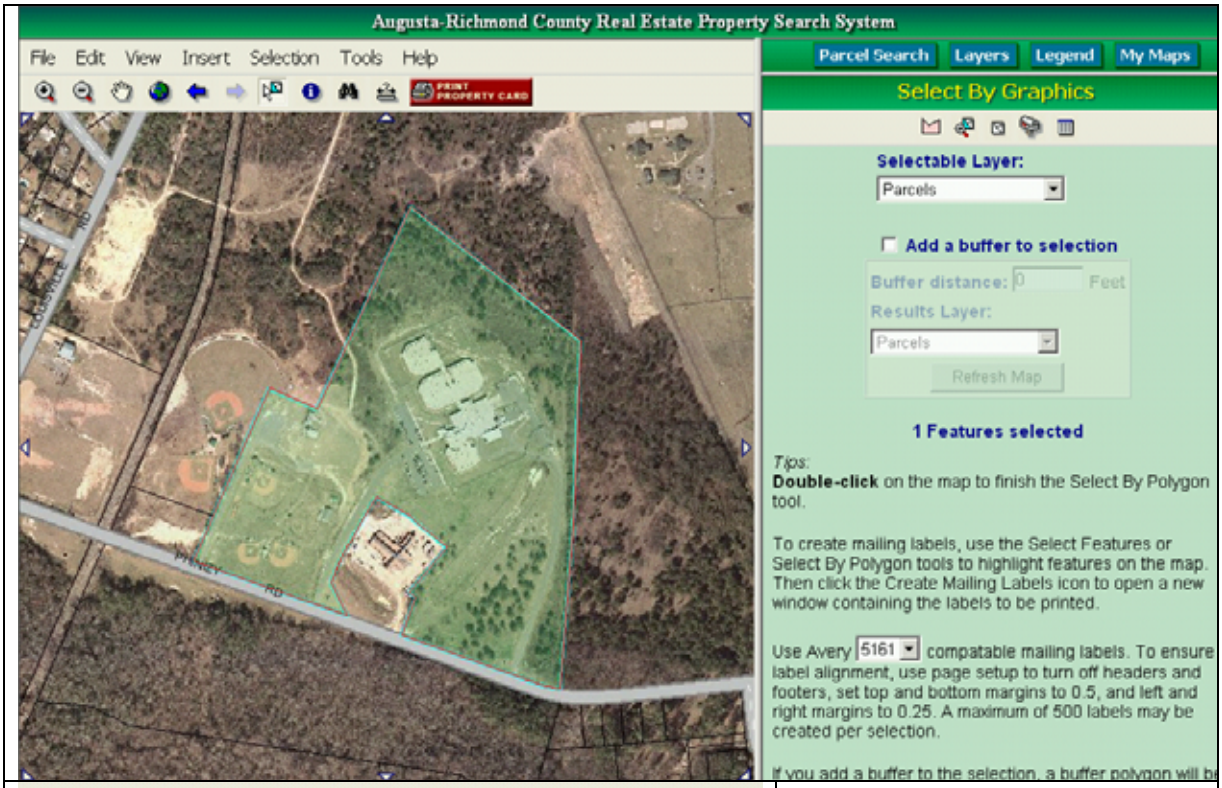
Customizing the Title of the Map

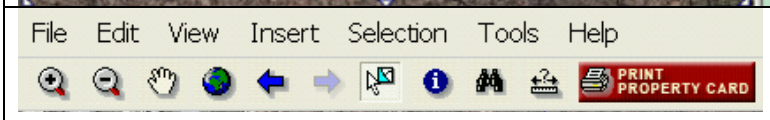
Highlight the current title "Augusta-Richmond County Map" with the ***mouse***, then ***type*** the new title

TIP To ***Print*** just a map with no property card info ***uncheck all boxes*** under ***Include*** under the Print Options window in the Data View.

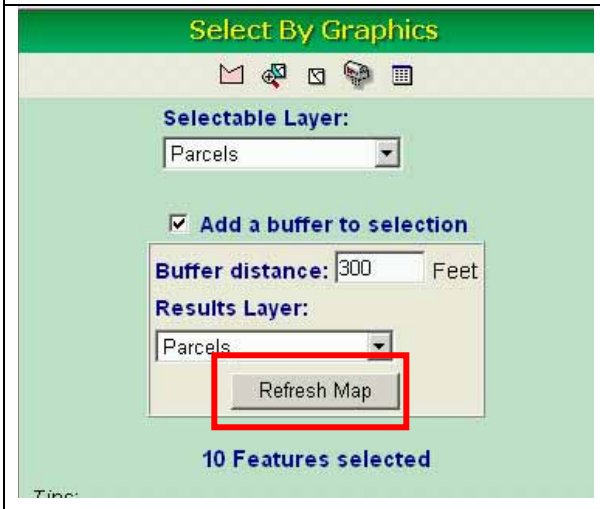
CREATING A BUFFER

Once a parcel is located a buffer can be created to select features surrounding the property of interest. This feature also allows the user to produce mailing labels quickly.





Click the ***Select Features*** button and ***click inside the parcel*** to select it.



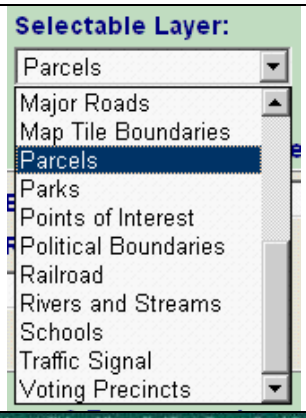
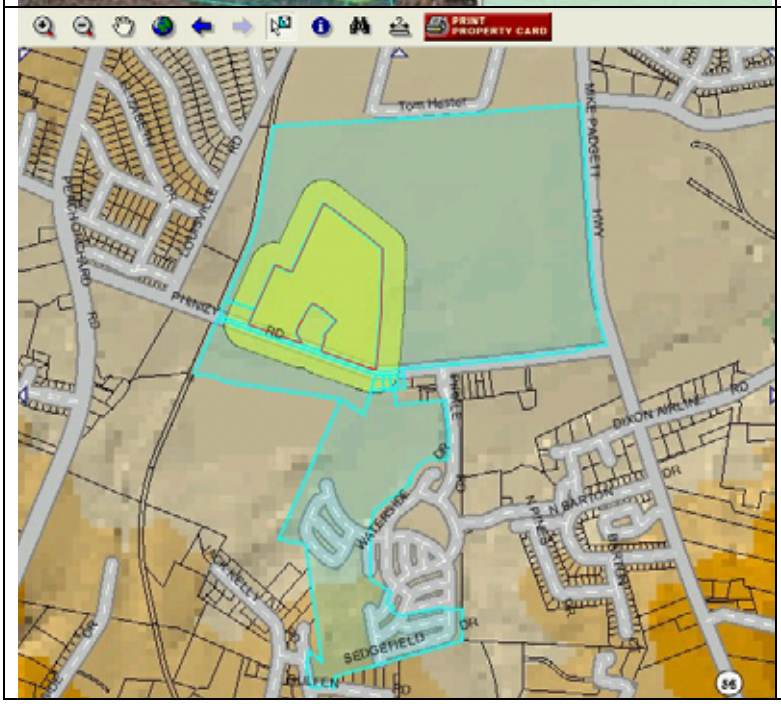
The Select By Graphics window will appear in the Data View.

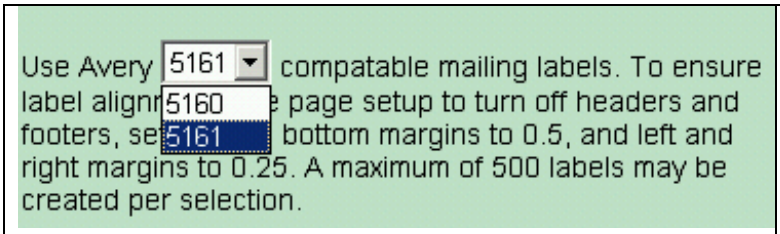
The parcel will be highlighted in blue (see above).

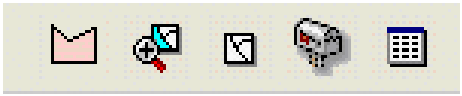
Click the ***check box*** in front of the ***Add a buffer to selection***.

Ensure that the **Selectable Layer** is set correctly to the feature the user would like to buffer. For this demo the layer is Parcels.
Type in a ***buffer distance***, then ***click*** the ***Refresh Map*** button.

10 Features were selected.

	The Selectable Layer and Results Layer have various layers available, click on the drop down box to view all the layers available.
	A buffer is created around the feature and displayed in yellow with all the features selected by the buffer highlighted in blue.
	In the Data View ***click*** on the ***Zoom to Selected*** button to see all the features that were selected, the map view will zoom out to show all selected features. Once the features are selected this information can be used to create labels or export to Excel to create a mail merge in MS Word.





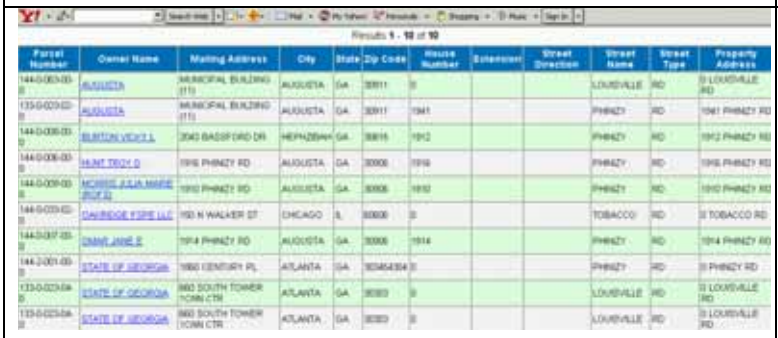
Select By Graphics Toolbar

To create labels:

In the Select by Graphics Data View

Select the dropdown box for the size of Avery label two sizes are available ***5160 or 5161***.

Click on the ***mailbox*** symbol (second from the end) a pop-up window will appear with the labels ready to be printed.



To copy the attribute information to an Excel spreadsheet:

Click the ***Attribute Table*** button (on the far right)

Then to select and copy the table, use your keyboard ***ctrl+A*** (to select all) then ***ctrl+C*** (to copy)

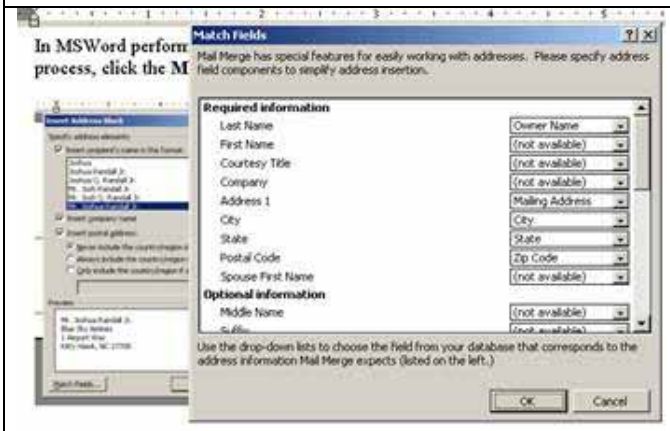
Open a blank Excel document, click in the upper left column and use your keyboard ***ctrl+V*** (to paste)

TIP *If there is additional information, go back to the attribute table in the web browser and* ***click*** *the* ***Next*** *button at the top to navigate to the next page and perform the above steps again to ensure you get all the attributes selected.*

Some reformatting of the Excel spreadsheet may be necessary, delete any blank rows, ensure the first row contains the column headings (see below).

Parcel Number	Owner Name	Mailing Address	City	State	Zip Code	House Number	Extension	Street Direction	Street Name	Street Type	Property Address

Save the Excel document. Now you can perform the mail merge in MSWord to print envelopes or print label sizes not listed on the website.

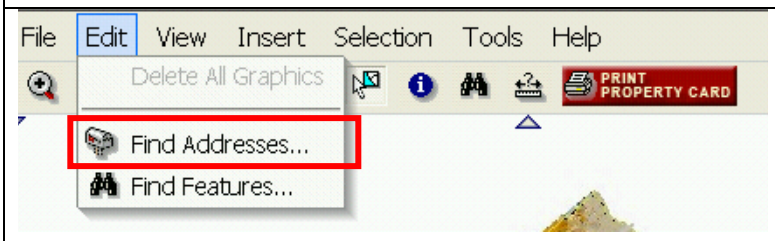


Tip!!

In MSWord perform this step during the **Arrange Your Envelope>Insert Address Block** process, click the **Match Fields** button change the following (see example):

Last Name = Owner Name
Address 1 = Mailing Address
City = City
State = State
Postal Code = Zip Code.

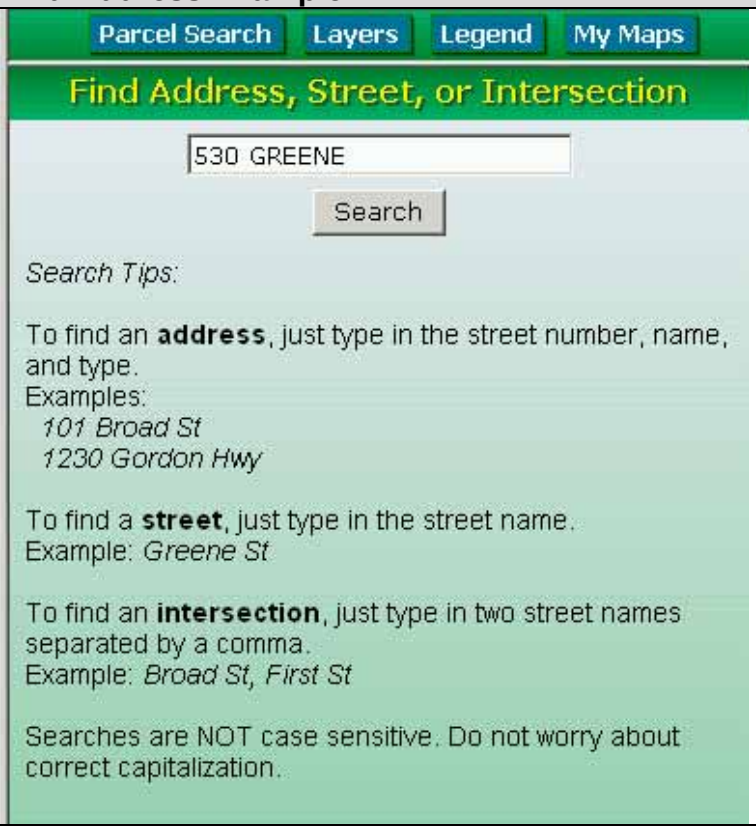
Maps Online Toolbar – Drop-Down Menus



Edit Drop Down Menu Options:

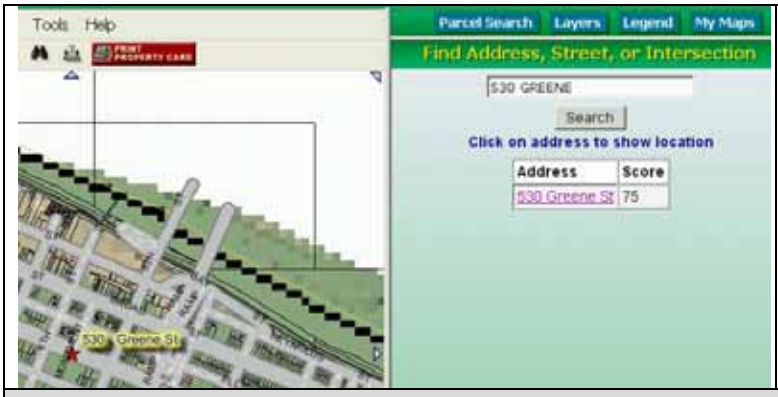
- Find Addresses
- Find Features

Find Address Example:



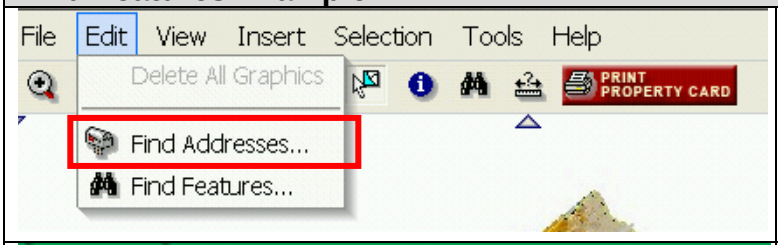
Type in the Address, Street, or Intersection, then ***click Search.***

The Above list appears, ***click*** on the link in the Address field (highlighted in blue before it is clicked and highlighted in pink after it is clicked as shown above)



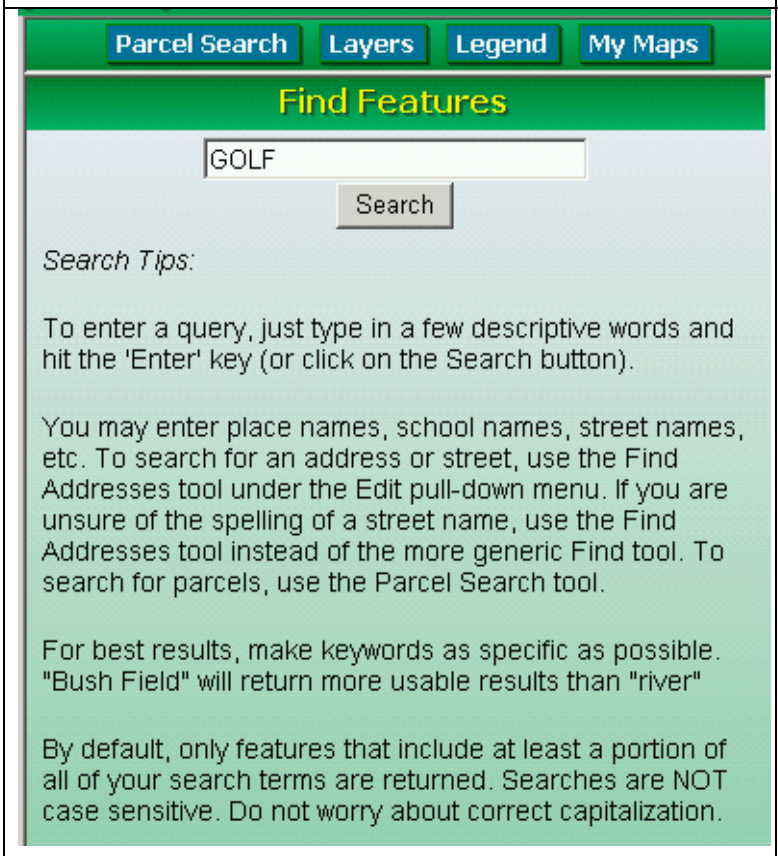
The Map View zooms to the address and labels the address that was queried.

Find Features Example:

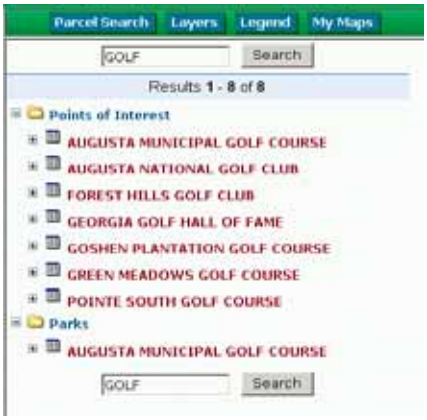


Edit Drop Down Menu Options:

- Find Addresses
- Find Features



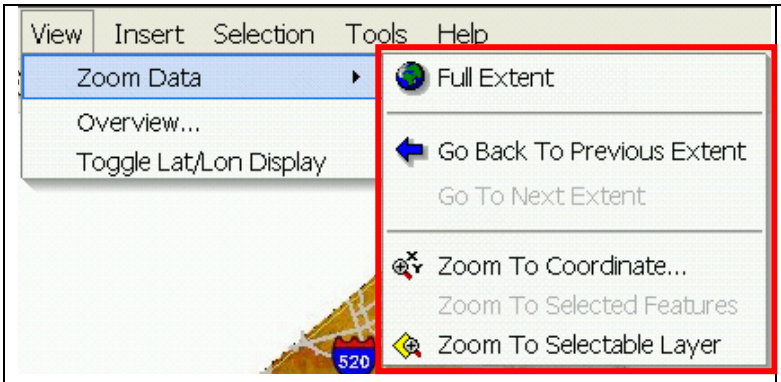
Type in the feature type: golf is used in the example then ***click Search.***



The Above list appears, ***click*** on the ⊞ ***add symbol***
Next to the property of interest. The symbol will turn to a negative and the attribute table will appear.

Then ***Click*** on the link highlighted in **Blue**

The Map View will now zoom to that feature.



View Drop Down Menu Options:

- Zoom Data

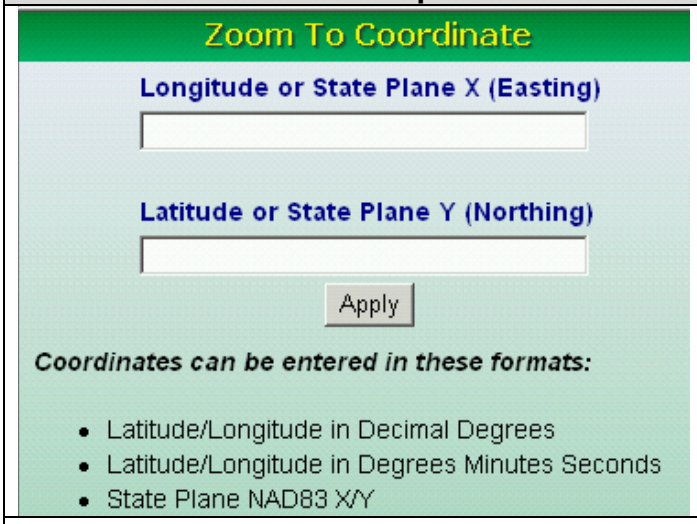
Full Extent
(zooms out to the entire county)

Go Back To Previous Extent
(returns to the previous view)

Zoom To Coordinate
(Example Below)

Zoom To Selectable Layer
(Zooms to the extent of the layer chosen in the Selectable Layer drop down)

Zoom to Coordinate Example:



Enter a coordinate and ***click Apply***,

The Map will zoom to the coordinate.

Try this example:

- Longitude: **-82.0219**
- Latitude: **33.5025**

To toggle the coordinate display in the lower left corner to lat/long:

Go to ***View>Toggle Lat/Lon Display***

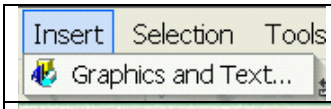
Example

The example zooms to the Augusta National adds a star and labels the coordinates.

OTHER EXAMPLES:

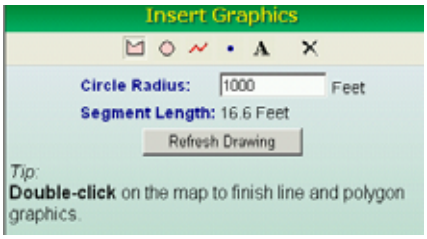
- Longitude: **-82.036795**
- Latitude: **33.467124**

- Longitude: **-81.96305**
- Latitude: **33.47083**



Insert Drop Down Menu:

- Graphics and Text



Add polygons, circles, lines, points, text, etc. to the Map View.

Sketch a proposed home or garage addition on a property.

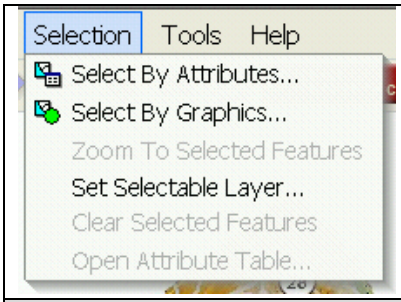
Insert text:

By clicking the add text tool **A** under Insert Graphics, custom text can be added to a map. Just click where the text will be inserted and type.

To add other graphics use the other tools to insert: polygons, circles, lines, and dots. When finished click on the X tool to remove all graphics.

Example: create directions, by adding text saying "Turn Right Here", etc.

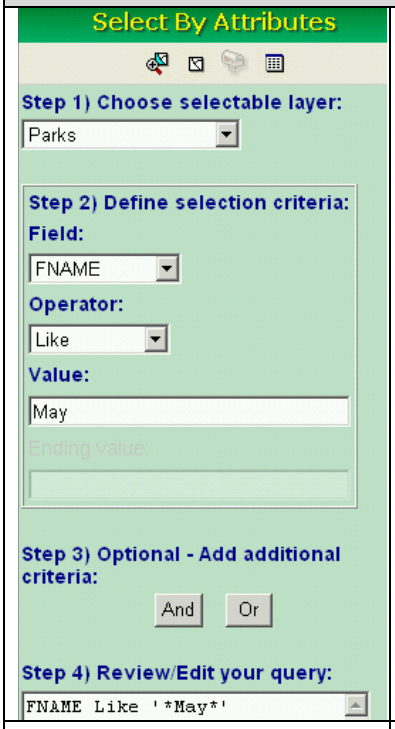
Directions from 5th Street Bridge to Municipal Building.

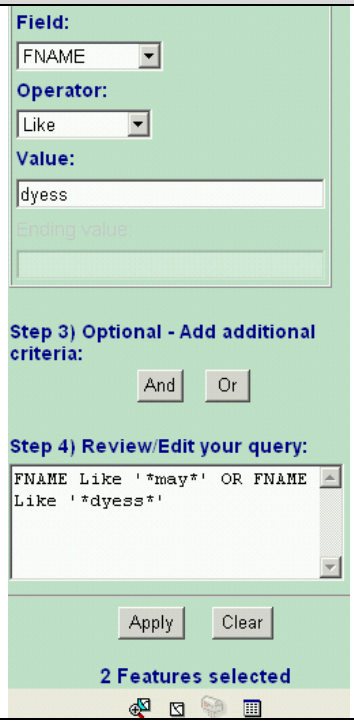


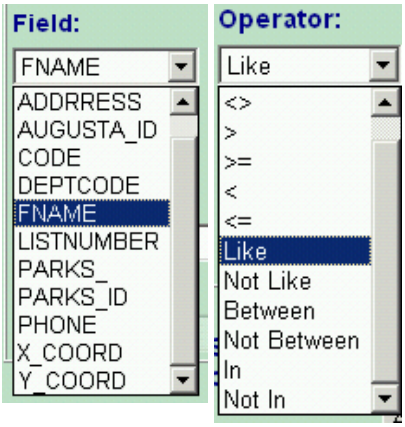
Selection Drop Down Menu Options:

- Select By Attributes
- Select By Graphics
  (see Create A Buffer)

Select By Attribute Example:







Above are examples of the Fields in the Parks data layer, and an example of Operators that are available for queries.

The example to the left shows that 2 features were selected during the query.

Create queries in this wizard to select features based on certain attributes. To use this feature, it helps to know what fields the query will need to be performed on (see Field drop down).

Example:

Find a Park with part of the name May. Field: **FNAME** (feature name)Operator: **LIKE**

Value: **May** (type in box)

Chose from the drop down menus, to add more queries or click Apply, then, click the zoom to selected tool to zoom to a map of the Park.

TIP

To add another Park name, click the ***OR*** button and type the new name in the Value: box, the query will look like example above, for "Dyess". (As the name is typed it will change in the query.)

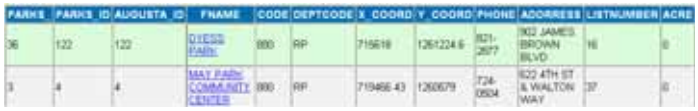
Use the tools at the bottom of the Data View to:

Zoom to Selected

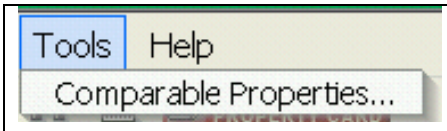
Clear Selected

Geocode
(is disabled)

Open Attribute Table
(for selected features)



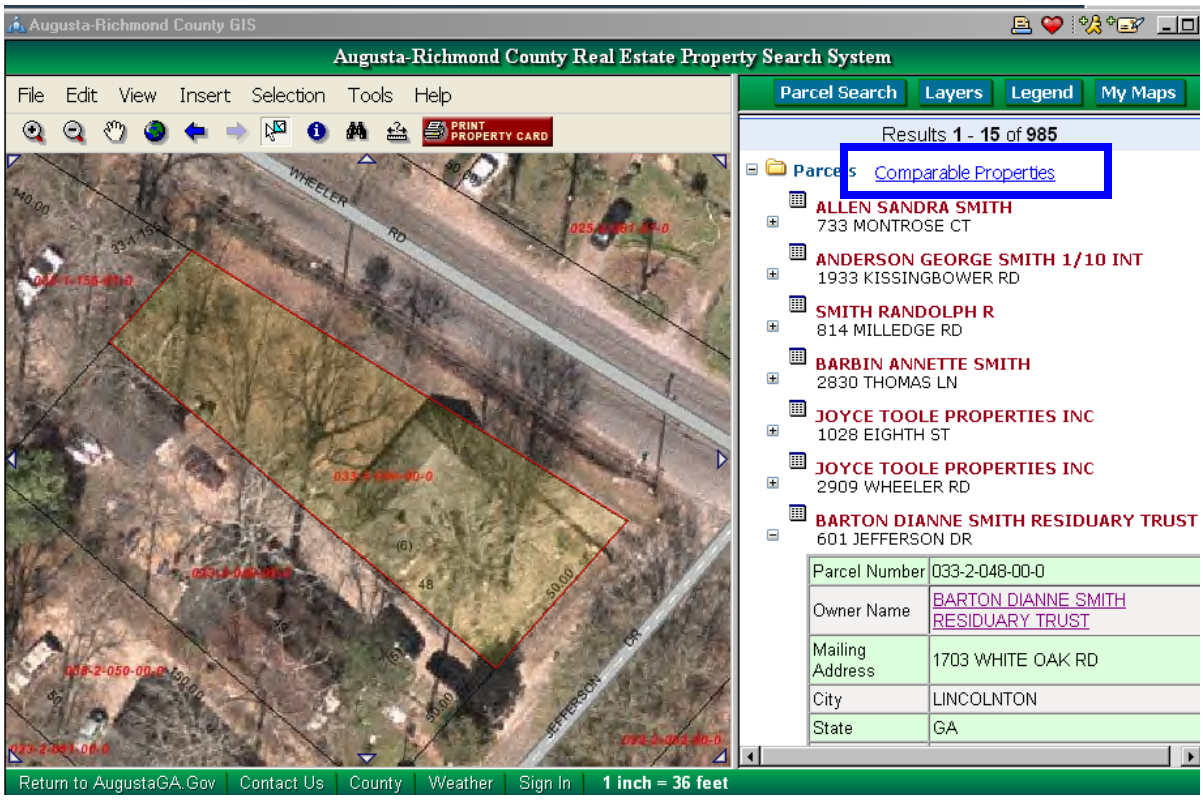
Example of the attribute table.

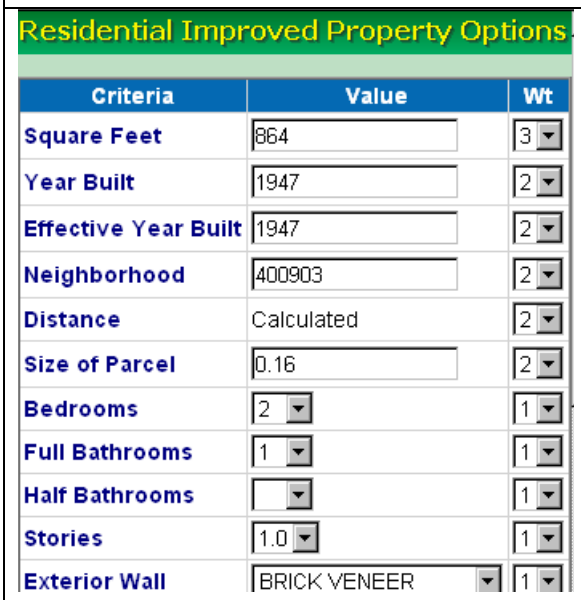


Tools Drop Down Menu Options:

- Comparable Properties
- *Additional Tools will be added in the future*

Comparable Properties Example:





Residential Improved Property Options

Criteria	Value	Wt
Square Feet	864	3
Year Built	1947	2
Effective Year Built	1947	2
Neighborhood	400903	2
Distance	Calculated	2
Size of Parcel	0.16	2
Bedrooms	2	1
Full Bathrooms	1	1
Half Bathrooms		1
Stories	1.0	1
Exterior Wall	BRICK VENEER	1

Step 1:

Do a ***Parcel Search***, select a property and click on the Owner Name link to zoom to the property.

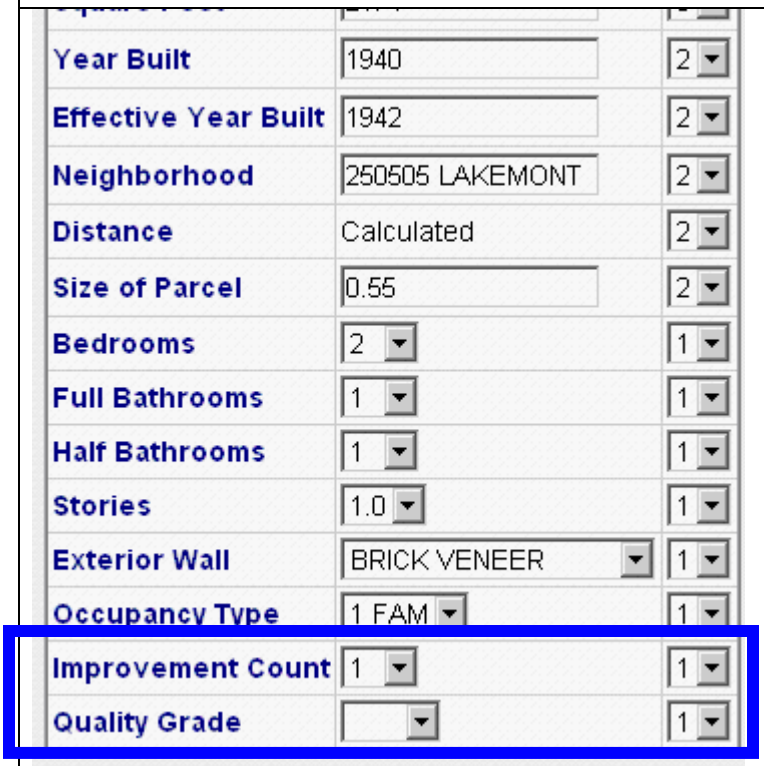
Step 2:

Click the ***Comparable Properties*** link at the top of the Data View or go to Tools>Comparable Properties

The sign-in will come up – in the future this tool will be accessed by subscription only.

A list of the properties features is displayed, ***choose the ranking*** (Wt) for the features and ***click*** the ***Find Comparables*** button.

Additional Explanations for Property Comparison



Improvement Count:
Number of Improvements on the property, houses, apartments, etc.

Quality Grade:
Residential Properties:
0.75-0.85=Fair; 1=Avg; 1.3=Good; 1.5=Very Good; 2.15=Excellent

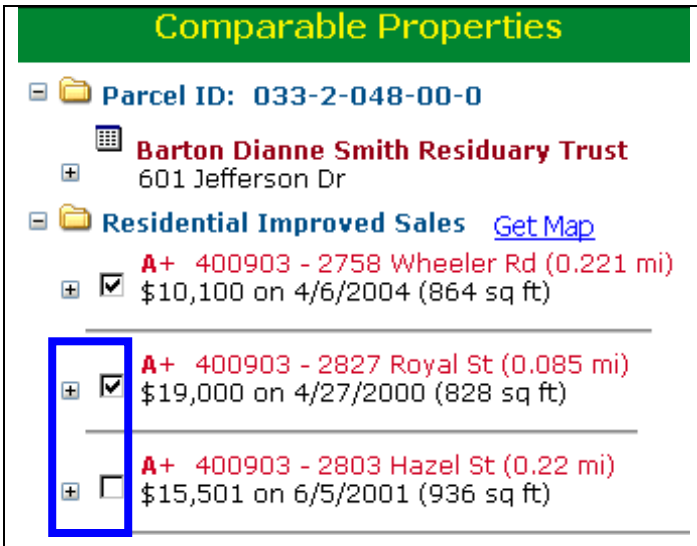
Tips:
This tool will find comparable property sales for a selected subject property. To enable this tool, a subject parcel must be highlighted.

The search options on this form are initialized from subject property information. You may change these values to refine the comparable property search. The distance criteria is the distance from the subject property to the comparable property sale.

Criteria Weightings (Wt) Use the criteria weightings which range from 1 to 5 to control the search results. Setting the weight of a criteria to a 5 will make that criteria 5 times more important than a criteria with a weight of 1. For example, for a large timber tract, you could set the weighting for Size of Parcel to 5. If you set the weighting to zero or leave the criteria blank, then that criteria will not be used in the search.

Show similar priced comps within (%) Select a percentage to return comparable properties which have a sale price in the specified minimum and maximum percentage range of the subject parcel. For example, if the subject parcel's sale price is $100, and you select 10%, then only parcels with a sale price between $90 - $110 will be returned.

Show comparables meeting grade The application automatically computes a letter grade based on how well the comparables match the subject parcel. For example, if a comparable property is a very good match to the subject parcel, then a letter grade of A+ is returned.



Narrow the Comparable Properties

Click the ⊞ button, to show more information about the property. This will help in comparing the subject property and each comparable property returned in the search. *(see example below)*

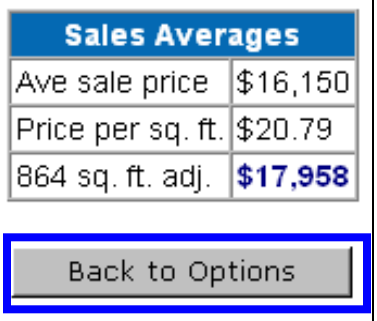
Use the check boxes to exclude properties (uncheck) that do not closely match the subject properties attributes.

Appraised Value	85500
Heated Area	2174
Year Built	1940
Effective Year Built	1942
NeighborHood	250505 LAKEMONT
Estimated Acres	0.86
Bedrooms	2
Full Baths	1
Half Baths	1
Stories	1.0
Exterior Wall Type	BRICK VENEER
Occupancy Type	1 FAM
Improvement Count	1
Quality Grade	

Appraised Value	79040
Heated Area	1724
Year Built	1942
Effective Year Built	1946
Estimated Acres	0.36
Bedrooms	3
Full Baths	1
Half Baths	0
Stories	1.0
Exterior Wall Type	BRICK VENEER
Occupancy Type	1 FAM
Improvement Count	1
Quality Grade	1

Attributes that have the most weight for averaging the sales price should be closely compared.

Exclude properties that do not closely match the subject property in square footage, lot size, exterior wall type, etc.



As Properties are checked and unchecked the Sales Average Data Table will change according to the properties currently selected for comparison.

The square foot or acre adjustment result is calculated by multiplying the average price per size by the size of the subject property.

Click the ***Back to Options*** button to return to the Criteria and Ranking to change features to get a different result.

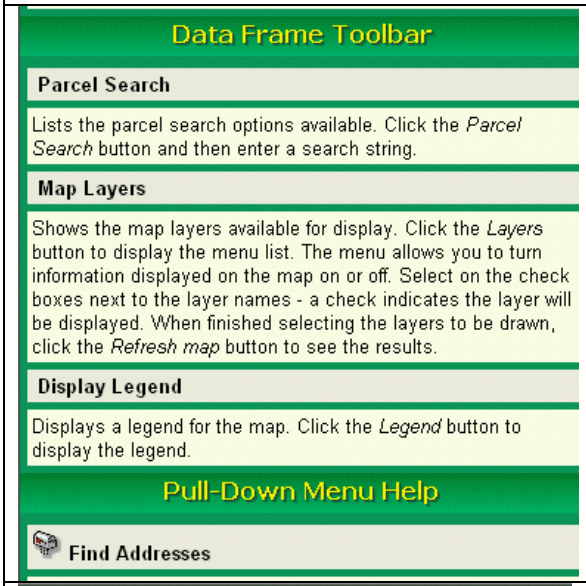
Click the ***Get Map*** link to view an overview map of where the comparable properties are located.

Help Drop Down Menu Options:

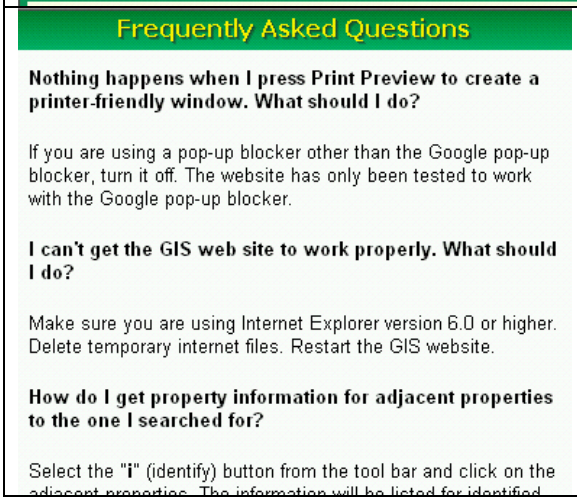
- Introduction
- Website Help
- Frequently Asked Questions
- GIS Services
- Contact Us (GIS Staff)
- About Website

Please visit the online help for tips and an in-depth explanation of tools.

Help Examples:



For more information on a tool or for help performing a task, please refer to the Website Help.



For trouble shooting, please refer to the Frequently Asked Questions section.

This guide is brought to you by the Augusta-Richmond County *Information Technology Department – GIS Division*.

For additional information or assistance

Contact the HelpDesk Monday through Friday 8:30 a.m. until 5:00 p.m. at 821-2524 or reach us by email at HelpDesk@augustaga.gov. HelpDesk personnel will take your call or email and direct it to the necessary support personnel.